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23 November 1959

MEMORANDUM FOR: All Members of the Education Committee

SUBJECT : Scheduled Meeting

1. A meeting of the Education Committee will be held on 12 January 1960 at 0930 hours in the OTR Conference Room.
2. At this meeting consideration will be given to the Instructor Handbook as outlined in the memo of 2 November 1959. It is desired at this meeting to try and determine the general chapter headings/subject matter areas to be included. Please ascertain from your staffs and colleagues their opinions as to areas for inclusion.
3. Since the content of this Handbook will be written by OTR personnel, please also be prepared to "volunteer" responsibility for writing certain areas/chapters which would be most pertinent or applicable to your fields of interest.
4. It is unlikely that at this meeting the subject of Evaluation Report Forms will be considered. However, work is being accomplished on those forms for later consideration by the Committee.

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Distribution:
ADTR (orig.)

Dr.

Mr.

Dr. ~~Mr.~~

Dr.

Mr.

Mr.

Dr.

Mr.

Mr.

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Chairman

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